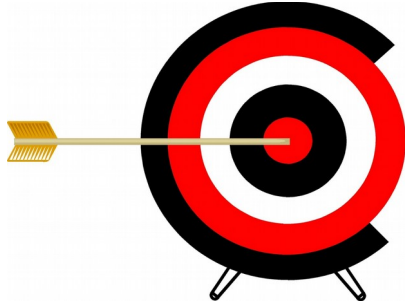


Bourne End (Bucks) Community Association



Annual Report and Accounts 2013

BOURNE END (BUCKS) COMMUNITY ASSOCIATION
Trustees' Annual Report for 2013

Legal and Administrative Information

Charity Trustees

The Community Association is administered by a Council of Managing Trustees, who are all unpaid, comprising of representatives of Association Sections, Affiliated Group members, local statutory authorities and Association members.

As at 31st December 2013 the Managing Trustees were:

Officers:

President:	Penny Walsh
Secretary:	Myra Hurley
Treasurer:	position vacant
Chairman:	Jeremy Ilic
Vice-Chairman:	David Foster

Other Trustees:

R Savin, D Gibson, D Langford, G Johnson, R Accastello, P Webb, B Hudson, F Poulson, Brian Pollock, Mike Appleyard, Sue Wagner, Mr R Harris, Mrs H Garland, Mr G Hyde, Mrs L Hutton, Mrs B Penfold, Ms K Radford, Mr P Yeeles, Mr D Jarman, Mrs C Houchin, Mr G Britt, Mrs J Gould, Mrs J Clark, Mr J Heard, Mrs S Morrison, Ms H Ilic, Mr M Hill, Mr J Spokes, Mr R Monger, Mr P Osborn, Mr G Watson, Mr D Fergusson, Mrs S Mansfield, Mrs M Carr, Mrs W Keeble, Ms A Arton, Mrs B Stewart, Mr B Allen, Mr B Madge, Mr M Haigh, Mr P Clarke, Mr K Tomkins, Mrs S Garey, George Parker, Leigh Robinson, Brian Walsh, Clive Gwilliam

The Managing Trustees meet quarterly. Routine matters are delegated to the Executive Committee which meets monthly (except August and December) and consists of the Officers and up to 18 other Council members.

Address

Bourne End Community Centre, Wakeman Road, Bourne End, Bucks SL8 5SX

Independent Examiners

R J Fordham & Co, 9 Wootton Road, Henley-on-Thames, Oxon, RG9 1QD

Bankers

The Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Status and Administration

The Association is registered in England and Wales with the Charity Commission (No 300236) and governed by constitution which was last amended on 14th April 2003.

The Association owns The Community Centre Ltd, with the shares issued in the company held in trust for the Association by Mr D Foster and Mr J Ilic. This company operates the trading activities of the Association, chiefly a licensed bar.

The Community Centre

The Association manages Bourne End Community Centre which was opened in 1967. The Centre building and land is leased from Buckinghamshire County Council on a 99 year lease at a peppercorn rent. This property is held in trust by the Official Custodian for Charities.

The Association employs two office staff and a part-time cleaner and depends upon the continuing help of volunteers from all parts of the local community.

The Association's aim has always been to provide first class facilities at affordable prices for voluntary organisations serving the local community. Today our halls and meeting rooms are filled with the sound of music, drama, sport, exercise and historical research – undertaken by groups from pre-school age to ‘seniors’. We are also delighted to continue to play host to Headway, the charity helping those who have suffered brain injury.

Charitable Objectives

The objects of the Association are to:

- (a) promote the benefit of the inhabitants of Bourne End & Wooburn and the neighbourhood together defined by Wooburn Parish (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (b) establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- (c) promote such other charitable purposes as may from time to time be determined.

Review of Activities and Achievements

Projects 2013

In 2013 we made no major improvements to the Centre although we made the following changes:

- Installed new warm air hand dryers in the toilets
- Installed a larger projector Screen in the Small Hall
- Obtained a new ‘Lighting tower’ for the Main Hall
- Replaced the scene dock doors

Activities 2013

There were regular weekly and monthly events throughout the year including table top sales, jazz, dance classes, chess, short mat bowls, badminton, scrabble, flower arranging, bingo and crib. Special fund raising events and private hirings for parties, weddings and other celebrations were also held at the Centre. Whether

it is a regular club meeting or a special occasion we are very pleased that those involved chose to use the facilities at the Centre.

A children's party was held in January 2013, and this was a great success. The annual orchestral concert took place in October, for the 28th year, before a capacity audience.

The fete this year was in September and despite it being a wet day there was a good attendance. We also had a Christmas Fair and again this was well attended.

The annual Christmas carol concert had a capacity audience and the choir was ably accompanied by a small brass ensemble.

Sections and Affiliated Groups

The Association has nine Sections and thirty-six Affiliated Groups, which all benefit from a reduced charge for hiring our rooms and halls.

The Sections have had a good year and most made good use of the facilities. The Chess, Darts and Petanque sections took part in local leagues with varying degrees of success. The Short Mat Bowls section has continued to play friendly matches with local clubs. Forum Players staged a couple of productions during 2013 including a successful pantomime, called Camelot, in January

Centre Bar

The Centre Bar under its steward John Randall and his staff continued to provide a welcoming atmosphere for Association members and visitors. The bar sales were up this year, leading to a contribution to the Association's income of approximately £10,500, compared with £9,600 in 2012.

Maintenance

We are very grateful to Helen Davies and Janet Jones for providing a colourful display around the outside of the Centre all year round. We know that this makes a great difference to the appearance of the building.

Marketing

It was decided by the Council that a new sub committee should be set up to look into the marketing of the Community Centre. This has 6 members and is currently looking at ways to promote the Centre. This committee reports to the Executive Committee and the Council.

Lloyds Bank Community Fund

This year we were invited to apply for a Lloyds Bank Community Fund grant which provides grants to support local good causes across England, Wales, Northern Ireland, Channel Islands and the Isle of Man. We were among the shortlist of four for our area, chosen by the Lloyds Bank colleagues. A public vote in the autumn decided which good cause from the shortlist received each award within each community. We came third in the voting for our area and were awarded a grant of £300.

Managing Trustees

The Community Association is run by the Charity Managing Trustees made up of nominated reps from the Sections, Affiliated Groups, Statutory Authorities and the individual members.

We thank our Trustees who have attended Council meetings during the year. We are grateful for their support. The Trustees Newsletter has been sent out regularly to each Trustee and our thanks go to Barrie Penfold for this.

Target Magazine

“Target” went from strength to strength this year under the editorship of Debra Aspinall. Due to a reduction in production costs Target magazine made a surplus of £2258 compared with a loss of £1287 in 2012.

Changes of personnel 2013

We are sorry to report that in September Simon Greenwood, our Centre Manager, tendered his resignation due to ill health. We thank Simon for all his work during the 12 years he was the manager and we wish him all the best for the future. Sue Ambrose has agreed to take over as Senior Administrator and Sally Joseph-Green will join her, in the office, as a part-time administrator. These changes will take place in January 2014.

After 14 years in the role, John Marsh tendered his resignation as Honorary Treasurer in October, although he has continued to help during the interim while we look for another Treasurer. We thank John for all his hard work during his time as Honorary Treasurer and we wish him all the best for the future.

Financial Review

2013 saw a slight upturn in the financial performance of the Association. The reported loss is £24,950, of which £22048 is depreciation (compared with a loss of £32,013 in 2012, of which £22504 was depreciation). This is an improvement on 2012 but there is still a way to go.

Despite the loss we still retained cash balances of a little under £90,000 at the year end

Reserves Policy

Our existing policy is to hold between six and twelve months annual expenditure as a “real reserve”. We define “real reserves” as net current assets; this differs from the General Reserve appearing on our Balance Sheet by excluding capitalised expenditure on the fabric of the building and on fixtures and fittings, which would be effectively worthless should they need to be sold. Our real reserves represent about 10 months of annual expenditure at the end of 2013.

Our thanks

Our President Penny Walsh continued to amaze us by her enthusiasm and energy. She has been a great example to all of us and we are so grateful for all that she has done – not forgetting her husband Brian who has been a stalwart both for Penny and the Community Association.

Our thanks to everyone who is involved in the Executive committee particularly our chairman, Jeremy Ilic and our Vice Chairman, David Foster, and the sub committees of Activities, Stage, House, Marketing and Finance. Our thanks also to our staff, both full and part time, who provide such excellent support for all who use the Centre.

Future

As can be seen from the Financial Review the Association is presently operating at a loss. While there is no immediate danger of serious financial difficulty, clearly, this situation cannot be allowed to continue for long. We are hopeful of an improvement in 2014

In 2014 we need to attract new members to boost our revenues and to refresh the band of dedicated volunteers who have borne the brunt of the management for many years. Willing volunteers are the vital component of any community group

and we could not function without them. New younger members offering a range of skills must be found.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION
REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
BOURNE END (BUCKS) COMMUNITY ASSOCIATION

We report on the financial statements of the trust for the year ended 31st December 2013, which are set out on pages 2 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year, under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed. It is our responsibility to examine the financial statements (under section 145 of the 2011 Act); to follow procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act) and; to state whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

- i) which gives us reasonable cause to believe that in material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act and to prepare the financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

R J Fordham & Co Ltd
Certified Practising Accountants
9 Wootton Road
Henley-on-Thames
Oxon RG9 1QD

Dated: 17th April 2014

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

BALANCE SHEET
31ST DECEMBER 2013

	NOTES	<u>2013</u>		<u>2012</u>	
		£	£	£	£
FIXED ASSETS:					
Tangible assets	2		143,618		163,585
CURRENT ASSETS:					
Debtors and prepayments	3	19,705		26,045	
Deposit account		83,204		88,086	
Bank current account		5,483		2,322	
Cash in hand		61		140	
		<u>108,453</u>		<u>116,593</u>	
CREDITORS: Amounts falling due within one year					
Creditors and accruals	4	13,521		13,693	
Balances held for sections	5	<u>7,210</u>		<u>10,195</u>	
		20,731		23,888	
NET CURRENT ASSETS:					
			<u>87,722</u>		<u>92,705</u>
			<u>£231,340</u>		<u>£256,290</u>
RESERVES:					
General reserve	6		<u>£231,340</u>		<u>£256,290</u>

Signed on behalf of the Association

J.M. Ilic – Chairman

Dated: 17th April 2014

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2013

	NOTE	2013		2012	
		£	£	£	£
Income:					
Room hire			59,047		61,180
The Community Centre Ltd			10,250		9,600
Membership and affiliation fees			1,961		1,987
"Target" magazine surplus/ deficit	7		2,258		(1,287)
Fund raising (net of costs)			874		1,179
Sundry income			-		600
Donations			2,597		1,435
Bank interest			130		213
Solar generated electricity			3,852		3,775
			<u>80,969</u>		<u>78,682</u>
Expenditure:					
Employment costs	12		46,404		46,223
Property costs					
Business rates		521		-	
Repairs & maintenance		5,349		13,067	
Electricity & gas		12,820		11,713	
Water		1,457		1,452	
Insurance		3,605		3,401	
Cleaning & waste removal		5,124		5,169	
Security		901		715	
			<u>29,777</u>		<u>35,517</u>
Administration costs					
Stationery & computer facilities		1,775		1,361	
Postage & photocopier		1,321		1,277	
Telephone & internet access		721		705	
Sundries		849		949	
			<u>4,666</u>		<u>4,292</u>
Licences & affiliation fees			1,963		1,199
Independent examination			1,020		960
Bad and doubtful debts			41		-
			<u>83,871</u>		<u>88,191</u>
Depreciation:					
Improvements to leasehold buildings		8,358		8,564	
Fixtures & fittings		13,690		13,940	
			<u>22,048</u>		<u>22,504</u>
			<u>105,919</u>		<u>110,695</u>
Excess of Expenditure over Income			<u>£(24,950)</u>		<u>£(32,013)</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2013

	Unrestricted Funds	2013 Restricted Funds	Total	2012 Total
	£	£	£	£
<u>INCOMING RESOURCES</u>				
Voluntary Income				
Individual subscriptions	881		881	937
Affiliation fees	1,080		1,080	1,050
Donations	2,597		2,597	1,435
	<u>4,558</u>		<u>4,558</u>	<u>3,422</u>
Activities for generating funds				
Flag Day for "Target"		-	-	285
Investment Income				
Solar generated electricity	3,852		3,852	3,775
Interest from deposits	130		130	213
Commission	-		-	600
	<u>3,982</u>		<u>3,982</u>	<u>4,588</u>
Charitable Activities				
Room hire	69,297		69,297	70,780
"Target" magazine	31,689	776	32,465	31,962
Events	3,422		3,422	5,490
	<u>104,408</u>	<u>776</u>	<u>105,184</u>	<u>108,232</u>
<u>TOTAL OF INCOMING RESOURCES</u>				
	<u>£112,948</u>	<u>£776</u>	<u>£113,724</u>	<u>£116,527</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2013

	NOTE	2013		2012
		Unrestricted Funds	Restricted Funds	Total
		£	£	£
<u>RESOURCES EXPENDED</u>	8			
Voluntary Income				
Subscriptions		895		966
Activities for Generating Funds				
Flag Day			-	50
Investment Income				
Solar generated electricity		3,291		3,291
Charitable Activities				
Room hire		95,323		99,498
"Target" magazine		31,009	776	35,085
Events		3,955		6,047
		130,287	776	140,630
Governance Costs		3,425		3,603
<u>TOTAL RESOURCES EXPENDED</u>		£137,898	£776	£138,674
NET RESOURCES EXPENDED		(24,950)	-	(32,013)
TOTAL FUNDS BROUGHT FORWARD		256,290	-	288,303
<u>TOTAL FUNDS CARRIED FORWARD</u>		£231,340	£ -	£256,290

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

1. **ACCOUNTING POLICIES**

a) **Accounting convention**

The financial statements have been prepared on an accruals basis (subject to c and d) below under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005), issued in March 2005.

b) **Tangible fixed assets**

All assets acquired for less than £100 are written off immediately. Otherwise depreciation is provided, after taking into account any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Equipment, fixtures & fittings	10% - 33.3%	straight line
Building improvements	2% - 10%	straight line

c) **Legacies**

Legacies are accounted for when received rather than when the Association becomes aware of them.

d) **Fund Structure**

With the exception of donations to defray the cost of producing "Target" magazine and towards the cost of specific items of expenditure, all income of the Association is deemed part of the General Fund.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

2. TANGIBLE FIXED ASSETS

	<u>Leasehold Property</u>	<u>Equipment Fixtures & Fittings</u>	<u>Totals</u>
	£	£	£
COST:			
At 1 st January 2013	147,842	133,090	280,932
Additions	<u>-</u>	<u>2,081</u>	<u>2,081</u>
At 31 st December 2013	<u>147,842</u>	<u>135,171</u>	<u>283,013</u>
DEPRECIATION:			
At 1 st January 2013	54,639	62,708	117,347
Charge for year	<u>8,358</u>	<u>13,690</u>	<u>22,048</u>
At 31 st December 2013	<u>62,997</u>	<u>76,398</u>	<u>139,395</u>
NET BOOK VALUE:			
At 31 st December 2013	<u>84,845</u>	<u>58,773</u>	<u>143,618</u>
At 31 st December 2012	<u>93,203</u>	<u>70,382</u>	<u>163,585</u>

3 DEBTORS AND PREPAYMENTS

	2013 £	2012 £
Trade Debtors		
The Community Centre Ltd	6,220	10,101
Sections	778	1,931
Others	10,092	11,001
V.A.T	-	1,342
	<u>17,090</u>	<u>24,375</u>
Prepayments	2,615	1,670
	<u>19,705</u>	<u>26,045</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

4. CREDITORS AND ACCRUALS

	2013	2012
	£	£
Customer deposits & advertisements in advance	5,613	5,597
Trade creditors	999	3,392
Social security & other taxes	989	919
Sundry creditors and accruals	5,137	3,785
VAT	783	-
	<u>13,521</u>	<u>13,693</u>

5. BALANCES HELD BY THE ASSOCIATION SECTIONS

	2013	2012
	£	£
Angling	314	348
Chess	516	369
Darts	56	86
Forum Players	1,627	4,216
Musical Players	3,237	2,938
Short Mat Bowls	1,335	1,848
Wedmorn Badminton	125	390
Balances per accounts	<u>7,210</u>	<u>10,195</u>
Lettings included in debtors and prepayments	(778)	(1,931)
Total funds attributable to sections	<u>6,432</u>	<u>8,264</u>

6. GENERAL RESERVE - UNRESTRICTED

	2013	2012
	£	£
Balance as at 1 st January 2013	256,290	288,303
Deficit for the year	<u>(24,950)</u>	<u>(32,013)</u>
Balance as at 31 st December 2013	<u>231,340</u>	<u>256,290</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

7. "TARGET" MAGAZINE DEFICIT/SURPLUS

	2013	2012
	£	£
Advertisements etc	31,689	31,060
Sponsorship	<u>150</u>	<u>150</u>
	<u>31,839</u>	<u>31,210</u>
Editor's remuneration	10,800	11,200
Printing, scanning etc	18,993	21,229
Editorial expenses	414	820
Donations	<u>(626)</u>	<u>(752)</u>
Net costs	<u>29,581</u>	<u>32,497</u>
Surplus/(deficit) for the year	2,258	(1,287)
	=====	=====

8. RESOURCES EXPENDED

	2013	2012
	£	£
<u>Subscriptions</u>		
Support costs	895	966
	=====	=====
<u>Flag Day</u>		
Support costs	-	50
	=====	=====
<u>Investment Income</u>		
Production costs	3,291	3,291
	=====	=====
<u>Room hire</u>		
Property costs	48,534	54,679
Support costs	44,826	43,620
Licences	<u>1,963</u>	<u>1,199</u>
	<u>95,323</u>	<u>99,498</u>
	=====	=====
<u>Target magazine</u>		
Production costs	30,207	33,249
Support costs	1,537	1,836
Bad and doubtful debts	<u>41</u>	<u>-</u>
	<u>31,785</u>	<u>35,085</u>
	=====	=====
<u>Events</u>		
Staging costs	2,548	4,597
Support costs	<u>1,407</u>	<u>1,450</u>
	<u>3,955</u>	<u>6,047</u>
	=====	=====
<u>Governance</u>		
Independent examination	1,020	960
Support costs	<u>2,405</u>	<u>2,643</u>
	<u>3,425</u>	<u>3,603</u>
	=====	=====

Support costs chiefly represent employment costs which have been allocated on the basis of time spent by the Centre Manager.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

9. RELATED PARTY TRANSACTIONS

Apart from the payment of travel expenses to one trustee as disclosed elsewhere the only related party transactions were with The Community Centre Ltd. The company, which operates the trading activities of the Association, has a share capital of £2 which is held in trust for the Association by Messrs J.M. Ilic and D.G. Foster. In 2013 the company had revenue of £115,534 (2012 - £113,961) and made a profit after tax of £1,884 (2012 - loss £60) after paying the Association an agreed Occupation Licence of £10,250 (2012 – £9,600) as shown in the accounts. At 31st December 2013 the company owed the Association £ 6,220 (2012 - £10,101).

10. TRUSTEE REMUNERATION

No trustee received any remuneration during the year 2013 or 2012.

11. TRUSTEE EXPENSES

One (2012 – one) trustee received travel expenses of £nil (2012 - £70) during the year.

12. STAFF COSTS

	2013	2012
	£	£
Gross pay	44,010	43,827
Employer's National Insurance	2,394	2,396
	<hr/>	<hr/>
Number of full-time equivalent employees	2	2

